

City of Moorpark, Recreation Division



# INFORMATION PACKET



Summer 2023 - Spring 2024

# WELCOME CAMPERS!

## AGES

**Camp Moorpark is for children ages 5 to 12**

*(must turn 5 by September 1)*

Campers will be divided into groups based on age.

Note: If your child's age group fills, they may be placed in the next closest age group. Priority placement is given to full-week enrollees.

**Yellow Team: Ages 5 & 6**

**Green Team: Ages 6 & 7**

**Blue Team: Ages 7 & 8**

**Red Team: Ages 9-12**

## HOURS

Camp operates Monday through Friday on most MUSD breaks and student free days, except major holidays.

Extended care is included at no extra charge.

### SUMMER HOURS:

**Camp Moorpark:**

10:00 a.m. - 4:00 p.m.

**Extended care** is available from

7:00 to 10:00 a.m. and

4:00 to 6:00 p.m.

### SCHOOL YEAR HOURS:

**Camp Moorpark** hours are from 10:00 a.m. to 4:00 p.m.

**Extended care** is available from

8:00 to 10:00 a.m. and

4:00 to 6:00 p.m.

### Late Pick-Up Notice:

There is a 5 minute grace period for late pickups. Children picked up after 6:05 p.m. will incur a \$5 per 5 minutes late pick-up fee. Children not picked up by 6:30 p.m. are released to the Moorpark Police Dept.



Camp Moorpark is offered year-round and features a variety of activities including sports, arts & crafts, STEM projects, special guests, themed events, movies, parties, field trips (summer only) and more!

## Camp Staff

A great camp experience starts with great staff! Our energetic, enthusiastic, and highly qualified camp counselors make camp fun! Counselors are thoroughly trained on camp policies, safety procedures, active and passive games, arts and crafts, camp songs, and sports and athletic activities. All camp staff undergo



fingerprinting and background checks and are CPR/First Aid trained. Average staff to camper ratio is 1 to 12. There are always familiar faces at Camp Moorpark, as many counselors return for several seasons.

## Camp Facilities

Camp is held at the beautiful Arroyo Vista Recreation Center & Community Park. Our facility features air conditioned rooms and a gymnasium, picnic pavilions, playgrounds, ball fields, soccer fields, tennis courts, a recreational trail, and lots of open space. All indoor facilities and equipment are thoroughly cleaned and sanitized daily. During inclement weather, activities will be indoors.





# CAMP BASICS

## SIGN IN / SIGN OUT POLICY:

To ensure your child's safety, campers may not sign themselves in or out. A parent or authorized adult (age 18+) is required to drop off and pick up children. All campers must be signed in and out on the attendance roster. Only adults listed on your annual enrollment form are allowed to sign your children in or out.

***Photo ID is required to sign a child out.***

## DRESS CODE:

Campers must dress appropriately for an active day, wearing athletic or other soft-soled shoes with a **closed-toe and heel**. Clothing with offensive pictures or statements are not allowed.

## WHAT TO BRING:

- Lunch in a well sealed lunch box or small cooler, plus morning and afternoon snacks.
- Extra sunscreen for reapplication throughout the day. (Make sure to put sunscreen on kids before they come to camp!) *Note: Bring spray type sunscreen if your child needs help with reapplication.*
- Jacket or sweater for inclement weather.
- Younger campers may want to bring a change of clothes, just in case.
- If applicable, prescription medication in the original container (see the Health & Safety section for details). OTC medications are not allowed.
- For field trip and water days, see the weekly Camp Chronicle for notices on what to bring.
- **Please make sure to mark your child's belongings with their FULL name!**



# DAILY SCHEDULES

Each day, campers participate in a variety of engaging indoor and outdoor activities including sports, active and passive games, art & crafts, STEM, and daily special activities. Campers are divided into teams by age for extended care and activity stations. Camp teams are together for lunch, playground time, and the daily special activity. *Schedules & activities are subject to change.*

## SAMPLE SUMMER DAILY SCHEDULE:

7:00 - 10:00 a.m.: Extended Care  
9:45 a.m.: Morning Snack Time  
10:00 a.m.: Opening Circle  
10:20 a.m.: Playground Time  
10:45 a.m.: Daily Special Activity  
12:15 p.m.: Lunch  
12:45 p.m.: Activity Station 1  
1:25 p.m.: Activity Station 2  
2:05 p.m.: Activity Station 3  
2:45 p.m.: Activity Station 4  
3:25 p.m.: Playground Time  
& Afternoon Snack Time  
3:45 p.m.: Closing Circle  
4:00 - 6:00 p.m.: Extended Care

## SUMMER DAILY SPECIAL ACTIVITIES:

Monday: Adventure Day  
Tuesday: Special Guests & Performers  
Wednesday: Field Trip/Cooks & Books (On-site)  
Thursday: Camp Parties & Events  
Friday: Spirit Day & Movie

## SCHOOL YEAR SAMPLE DAILY SCHEDULE:

8:00 - 10:00 a.m.: Extended Care  
10:00 a.m.: Opening Circle  
10:20 a.m.: Activity Station 1  
11:05 a.m.: Playground Time  
11:30 a.m.: Activity Station 2  
12:15 p.m.: Lunch  
1:15 p.m.: All-Camp Special Activity  
2:30 p.m.: Activity Station 3  
3:15 p.m.: Playground Time & Snack  
3:45 p.m.: Closing Circle  
4:00 - 6:00 p.m.: Extended Care

# HEALTH & SAFETY

**CAMPER HEALTH:** In order to protect the health of other children, any child who is ill or has a contagious medical condition or head lice may not attend camp. Children must be free from fever, rash, vomiting, other signs of illness, or nits/head lice for 24 hours before returning to camp. If a child develops an illness or signs of head lice while at camp, the parent or legal guardian will be notified and the child must be picked up within one hour. *Head Lice:* Please check your children for head lice before bringing them to camp. We have a “NO NITS” policy.

**CAMPER INJURIES:** Camp staff will administer basic first aid, bandages, and ice packs for minor injuries. For more serious injuries, the parent will be immediately contacted. In the event of a life-threatening injury, emergency medical services and the parent will be called.

**IMMUNIZATIONS:** Each camper must be current with his/her immunizations before attending camp. If a child has a physical condition which prevents him/her from being vaccinated, the parent must provide a letter verifying this from the child’s health care provider.

**MEDICATION:** Only prescription medication can be administered by camp staff. Prescription medication must be brought in the original container at the time the child is signed in for the day. A “Permission for Administration of Prescription Medication” form must be completed before medication can be administered by camp staff. Medication must be left at the check-in desk, unless arrangements for the child to hold the medication are approved by the Camp Director in advance.

**EMERGENCY PROCEDURES:** Safety drills will be conducted periodically, with an evacuation drill conducted once during the summer. In the event of an emergency that requires evacuation of the facility, children will be guided to the open grass area to the east of the recreation center building. Parents will be called to pick up their children as soon as it is safe to do so.

**SPECIAL ACCOMMODATIONS:** Camp Moorpark will make reasonable accommodations for children in order to facilitate their participation in camp. For the well-being and safety of all campers, all camp participants, including those requiring special accommodations, must be able to abide by camp rules and participate in large group activities. If your child needs an accommodation, an Accommodation Form must be completed and submitted with the Annual Camp Registration form. Based on the information provided to us, we will work with each parent to determine if camp is an appropriate environment for the child and what accommodations can be implemented. Accommodations will be assessed on a case-by-case basis.

**MANDATED REPORTERS:** Camp Moorpark staff are designated “Mandated Reporters”. In accordance with state law, all cases of suspected child abuse or neglect will be reported to the appropriate agency.



Underwood Farm Field Trip, 2022



# FOOD FACTS



## LUNCHES & SNACKS:

Please pack a lunch and snacks for your child in a well sealed lunch box. Bring a water bottle. Make sure lunch boxes and water bottles are clearly marked with your child's name. Refrigerator space is available only if your child has an approved accommodation that requires refrigerated food or medication. Snack breaks will be taken in the morning and afternoon.

## FOOD ALLERGY NOTICE:

Nuts or other allergens may be present on equipment or facilities at the Arroyo Vista Recreation Center and park that are used by camp. Please be aware that this camp is **not** nut or other allergen free, and that camp participants may come into contact with nuts or other allergens.

# CAMP IS A POSITIVE PLACE!

## CAMP RULES:

Everyone at camp should have fun and be safe! All campers are expected to treat everyone respectfully; harmful or disruptive behavior is not allowed. Rules are discussed with campers at the start of each day. Please note that toys, stuffed animals, and electronic devices (including but not limited to cell phones, smart watches, video games, iPads, iPods, and tablets) are not allowed at Camp Moorpark. Items may be confiscated and kept in the office for parent pick-up.

## POSITIVE BEHAVIOR SUPPORT:

Each day, spirit points are awarded to camp teams for working together, participating in activities, and being helpful. At the end of the week, the team with the most points will receive a special reward. For individual behavior support, "Camp Cash" is awarded to campers for good behavior, a positive attitude, sportsmanship, winning games, and activity participation. "Camp Cash" can be redeemed for items in the Camp Store which will be open twice per week during extended care.

## BEHAVIOR MANAGEMENT:

Our counselors provide a well-planned and positive environment to help prevent undesirable behaviors before they present themselves. Our goal is to redirect behavior before discipline is necessary. However, when needed we use progressive discipline to improve behavior. For recurring or serious behavioral issues, we will work with parents via a Behavior Contract to identify strategies to improve behavior. If issues persist or the child's behavior harms others or themselves, or is disruptive to the group, the child may be sent home for the day, suspended, or permanently removed.

*Please note: Credit, refund, and transfer policies and withdrawal fees apply to the first three days any child is removed from camp due to behavioral issues. This may result in loss of camp fees paid or the application of cancellation fees to any refund, credit, or transfer.*







Color Run, 2021

## HOW TO SIGN UP

### 1. Complete the Annual Enrollment Form:

The Annual Camp Registration form must be completed and an annual registration fee paid in order to participate in camp. Submit completed registration forms, along with the nonrefundable annual camp registration fee **in person** to the Arroyo Vista Recreation Center at 4550 Tierra Rejada Road or mail to: Camp Moorpark, 4550 Tierra Rejada Road, Moorpark, CA 93021.

**Please note that annual registration does not secure your child's space in a particular day or week of camp.**

### 2. Enroll in Camp Days:

Once the annual form and fee have been received, children can be registered by phone at (805) 517-6300, in person at the Arroyo Vista Recreation Center (4550 Tierra Rejada Road), or online at [moorparkca.gov/recreg](http://moorparkca.gov/recreg).

Enrollments in camp days/weeks are taken on a first-come, first-served basis and are confirmed only when full payment is received. If a camp day/week is full, your child will be added to a wait list and you will be contacted if a space opens.

### Camp Fees

"Discount Rates" listed in the charts to the right are for enrollments received at **least five (5) business days in advance**. "Regular Rates" are enrollments received less than five business days in advance but before 5:00 p.m. the prior business day. Drop-In rates apply to enrollments received after 5:00 p.m. the prior business day. Drop-in enrollments must be received by 9:30 a.m. and are taken on a space available basis.

## CAMP RATES

CAMP MOORPARK (ages 5-12)	1st Child	2nd Child +
<b>DISCOUNT RATES</b> (enrolled at least 1 week in advance)		
Daily Rate	\$52	\$48
Full Week Rate	\$208	\$188
<b>REGULAR RATES</b>		
Daily Rate	\$57	\$53
Full Week Rate	\$228	\$208
<b>DROP-IN RATES</b> (enrolled after 5 p.m. prior business day)		
Daily Rate	\$62	\$58
Full Week Rate	\$258	\$238
<b>FIELD TRIP</b> (must also be enrolled for the day/week of trip)		
Field Trip Add On	\$25	\$25

ALL THE OTHER FEES	1st Child	2nd Child
Annual Registration Fee (Includes 1 camp shirt)	\$35	\$25
Camp Moorpark t-shirt (extra shirt)	\$10	\$10
Late Pick-Up Fee (Per 5 minutes or portion thereof after 6:05 p.m. for late pick-up from camp)	\$5	\$5
Withdrawal Fees (see next page for details)	\$5-\$50	\$5-\$50
Refund Processing Fee (see next page for details)	\$15	\$15



Holiday Week, 2022

# TRANSFERS, CREDITS, & REFUNDS

We offer flexible registration & convenient options for making changes to enrollments. In order to maintain the safety, quality, and efficiency of camp, we have established the following policies for enrollment changes.

Requests for transfers, credits, or refunds must be received by the Recreation office no later than 5:00 p.m. the prior business day. Transfers, credits, or refunds will not be issued for requests received by the Recreation office after the deadline.

*Please note: Changes to individual days are not available for full-week registrations.*

## FEES CHARGED FOR TRANSFERS, CREDITS, AND REFUNDS

*Fees listed below will be deducted from all transfers, credits, and refunds*

Notice Received	TRANSFER Transfer from one day or week to another. If there is a price difference, balance is payable, or credit is issued, at time of transfer.	CREDIT Applied to your account at the Arroyo Vista Recreation Center. Must be used by June 30, 2024.	REFUND If paid by credit card, refunded to your card. If paid by check or cash, refunded via check within 30 days.
DAILY ENROLLMENTS			
5 or more business days notice	NO penalty	NO penalty	\$5 per child per day + \$15 refund process fee
Less than 5 business days notice	\$10 per child per day	\$10 per child per day	\$50 per child per day + \$15 refund process fee
After 5:00 p.m. prior business day	No transfer available.	No credit available.	No refund available.
FULL WEEK ENROLLMENTS			
5 or more business days notice	NO penalty	NO penalty	\$25 per child per week + \$15 refund process fee
Less than 5 business days notice	\$25 per child per week	\$25 per child per week	\$105 per child per week + \$15 refund process fee
After 5:00 p.m. prior Friday	No transfer available.	No credit available.	No refund available.

**SICK DAY CREDITS:** A credit may be issued if your child is exhibiting cold or flu symptoms. *The office must be notified by 9:00 a.m. on the date of absence to receive the credit.* For full-week enrollments, a prorated credit will be issued beginning with the 2nd day of absence. A maximum of five (5) sick day credits can be issued during the camp year.

**Refunds, Credits, or Transfers for other absences are not available.**

*An exception to this policy may be made only if there is a significant tragedy and the child is absent because: 1) the child has been admitted to a hospital for a serious or life threatening injury; 2) the family has suffered a catastrophe such as losing their home due to a fire or natural disaster; 3) an immediate family member has been admitted to a hospital with a serious or life threatening illness/injury; or 4) of the death of a close family member or friend.*

# SUMMER 2023 THEMES & ACTIVITIES

DATES		THEME OF THE WEEK	MONDAY ADVENTURE DAY	TUESDAY SPECIAL GUEST	WEDNESDAY FIELD TRIP    COOKS & BOOKS		THURSDAY EVENT/PARTY DAY	FRIDAY MOVIE    SPIRIT DAY	
1	June 12 - 16	Camp-tastic Competitors	Color Run	Moorpark Karate & Krav Maga	Harley's Simi Bowl	Sports Ball Cake Pops	Camp Olympics	<i>The Game Plan</i>	Sports Jersey
2	June 19-23	Comic Book Capers	Spiderman Obstacle Course	Cartoon Lessons	Studio Movie Grill	Incredible Hulk Cookies	Aquaman Water Party	<i>Spiderman - Into the Spiderverse</i>	Super Heroes
3	June 26-30	Camp Detectives	Mystery Map Treasure Hunt	Ventura County Sheriff	Moxi Museum	Thumbprint Cookies	Escape Room	<i>The Bad Guys</i>	Surprise Us!
4	July 5-7	Red, White, & You!	Camp Closed - Fireworks Extravaganza	Camp Closed- Happy 4th of July!	Kids World	Apple Hand Pies	Home Run Derby	<i>The Sand Lot</i>	Red, White & Blue
5	July 10-14	Barnyard Blast	Camp BBQ @ Glenwood Park	Petting Farm	Underwood Family Farms	Marshmallow Sheep Cupcakes	Barn Dance	<i>Chicken Run</i>	Bandanas & Overalls
6	July 17-21	Beach Week	Water Wars	Tahitian Dancers	Harbor Cove Beach	Sand Dollar Cookies	Awesome Water Day	<i>Lilo &amp; Stitch</i>	Sunglasses & Hats
7	July 24-28	Space is the Place	Rocket Launch @ Rocketship Park	Mobile Planetarium	Discovery Cube	Out of this World Brownies	Camp Science Fair	<i>Lightyear</i>	Glow, Sequins, or Shiny
8	July 31-August 4	Awesome 80s	Video Game Tournament	Best Bubbles Parties	Oaks Mall	Neon Cupcakes	Old School PJ Party	<i>Honey I Shrunk the Kids</i>	Crazy Hair
9	August 7-11	Country Fair	Picnic @ Mountain Meadows Park	Ice Cream Truck	Ventura County Fair	Strawberry Shortcake	Camp Carnival	<i>Toy Story 4</i>	Plaid or Paisley
10	August 14-18	Super Safari	Safari Scavenger Hunt	Exotic Reptile & Animal Show	Santa Barbara Zoo	Krispie Treat Snakes	Super Stuffies Show & Tell	<i>George of the Jungle</i>	Animal Prints
11	August 21 & 22	Summer Wrap Up	Wacky Water Day	Fabulous Field Day	Have a great school year! See you at Fall Camp!				

**Arroyo Vista Recreation Center**  
**4550 Tierra Rejada Road, Moorpark CA 93021**  
**[www.moorparkca.gov/recreation](http://www.moorparkca.gov/recreation)**  
**[avrc@moorparkca.gov](mailto:avrc@moorparkca.gov) \* (805) 517-6300**

